



**STANDARDS OF APPRENTICESHIP**  
adopted by

**CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

(sponsor)

<u>Skilled Occupational Objective(s):</u>	<u>DOT and/or SOC</u>	<u>Term</u>
<b>LINEMAN</b>	<b>821.261-014</b>	<b>6000 HOURS</b>
<b>SUBSTATION AND EQUIPMENT TECHNICIAN</b>	<b>824.281-014</b>	<b>6000 HOURS</b>
<b>SUBSTATION AND METER TECHNICIAN</b>	<b>829.261-018</b>	<b>8000 HOURS</b>



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

APRIL 30, 1965  
Initial Approval

JANUARY 20, 2006  
Committee Amended

APRIL 18, 2003  
Standards Amended (review)

Standards Amended (administrative)

By: MELINDA NICHOLS  
Chair of Council

By: PATRICK WOOD  
Secretary of Council

## **CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area covered shall be all of Clallam County and certain areas of Jefferson County served by the PUD No. 1 of Clallam County. It also may include assignments to other counties as needed.**

## **CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

### **II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Applicants for apprenticeship positions shall be at least eighteen (18) years of age.**

Education: **Applicants for an apprenticeship position under these Standards should be high school or vocational school graduates or the equivalent and they shall have sufficient schooling to meet the requirements of the trade.**

Physical: **Applicants shall be in good health and of sound physique.**

Testing: **Applicants for Apprentice Lineman, Apprentice Substation and Equipment Technician, or Apprentice Substation and Meter Technician positions must score a minimum of 20 on the Wonderlic Test of aptitude.**

Other: **Experience – The Applicant will have met the step requirements of the Pre-Apprentice position.**

### **III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

#### **A. Selection Procedures:**

**Not applicable to sponsors with fewer than five apprentices in a trade objective.  
(WAC 296-05-405(1)(a))**

## **CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

### **B. Equal Employment Opportunity Plan:**

**Not applicable to sponsors with fewer than five apprentices in a trade objective.  
(WAC 296-05-405(1)(a))**

### **Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

## **IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**The term of apprenticeship shall be:**

<b>Lineman</b>	<b>6000 straight-time hours or 3 years</b>
<b>Substation and Equipment Technician</b>	<b>6000 straight-time hours or 3 years</b>
<b>Substation and Meter Technician</b>	<b>8000 straight-time hours or 4 years</b>

**of reasonably continuous employment. Two thousand hours of work per year will be the minimum amount considered as reasonably continuous employment.**

## **V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

## **CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

**All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the first 1000 straight-time hours of employment.**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**The ratio of apprentices to journey-level workers shall be one (1) apprentice for every crew of three (3) to six (6) journey-level workers, provided that there may be one (1) apprentice for each category with each headquarters. However, there shall not be less than one (1) journey-level worker to each apprentice within any category at any headquarters.**

### **VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

#### **Apprentice Lineman and/or Substation and Equipment Technician**

<b>Step</b>	<b>Number of hours/months</b>	<b>Percentage of journey-level rate</b>
<b>1</b>	<b>0000 - 1000 hours</b>	<b>75%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>78%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>82.5%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>85.5%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>90.0%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>92.5%</b>

**CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

**Apprentice Substation and Meter Technician**

<b>Step</b>	<b>Number of hours/months</b>	<b>Percentage of journey-level rate</b>
<b>1</b>	<b>0000 - 1000 hours</b>	<b>75.0%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>77.5%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>80.0%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>82.5%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>85.0%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>87.5%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>90.0%</b>
<b>8</b>	<b>7001 - 8000 hours</b>	<b>92.5%</b>

**CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<b><u>A. Lineman</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Poles, towers, and fixtures.....	1000
2. Guys and anchors.....	0350
3. Overhead conductors and devices .....	1050
4. Underground conductors and devices.....	1100
5. Protective and regulation devices and equipment .....	0400
6. Transformers.....	1000
7. Secondary and service runs and metering.....	0650
8. System Maintenance .....	0450
<b>Total Hours:</b>	<b>6000</b>

**CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

<b><u>B. Substation and Equipment Technician</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. National, State and District Codes .....	0250
2. Testing and maintenance of safety equipment .....	0150
3. Metering.....	0300
4. Regulators.....	0760
5. Reclosers, Sectionalizers and Circuit Breakers.....	0810
6. Transformers.....	1510
7. Oil .....	0750
8. Substations.....	1010
9. Test Equipment .....	0460
Total Hours:	6000



**CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

<b>C.    <u>Substation and Meter Technician</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1.    National, State and District Codes .....	0250
2.    Testing and maintenance of safety equipment .....	0250
3.    Residential Metering.....	1000
4.    Commercial and Industrial Metering .....	1500
5.    Meter Shop .....	1000
6.    Substation Maintenance and Construction .....	3500
7.    Safety.....	0500
<b>Total Hours:</b>	<b>8000</b>

## **CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

### **IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- (X) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- ( ) Private Technical/Vocational college
- ( ) Training trust
- (X) Other (specify):  
**Classes will be held and taught at Clallam County PUD No. 1**

**144** Minimum RSI hours per year, (see WAC 296-05-305(5))

## **CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

Additional Information:

NONE

### **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

#### **A. General Procedures**

- 1. Three-Month Reports: The apprentices shall be thoroughly evaluated at every stage of their training. The Apprenticeship Committee shall receive a report on every apprentice no later than one week before the end of three months after the apprentice begins or repeats a period throughout the apprentice's apprenticeship, in the following manner:**
  - a. The reporting form shall be distributed to the foreman supervising the apprentice no later than three weeks before the end of the three months after the apprentice's beginning or repeating a period.**
  - b. The report is to be filled out and signed by the foreman supervising the apprentice.**
  - c. The report is then to be given to the journey-level workers who have been working with the apprentice during the here-month period. The journey-level workers are to add their comments and signatures to the form.**

**CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

- d. The foreman will then discuss the report and any comments thereon with the apprentice. The apprentice is to sign the report, acknowledging the report and any comments thereon.
  - e. The report is then given to the supervisor for comments and signature.
  - f. The report is then forwarded to the secretary of the Apprenticeship Committee to be placed in the apprentice's file until it is reviewed at the next Apprenticeship Committee meeting.
  - g. The next Apprenticeship Committee meeting will be within one week of the three months after the apprentice's starting or repeating each period.
  - h. The three-month report shall include, but not be limited to:
    - (1) Quality of work
    - (2) Quantity of work
    - (3) Attitude
    - (4) Aptitude
    - (5) Attendance and punctuality
    - (6) Initiative
    - (7) Safety
    - (8) Cooperation
    - (9) Completion of work
    - (10) Dependability
    - (11) Public relations
    - (12) Classroom instructors' comments
  - i. A negative three-month report shall be grounds for the Apprenticeship Committee to require the apprentice to repeat the previous three-months of on-the-job training.
2. **Six-Month Reports:** The apprentices shall be thoroughly evaluated at every stage of their training. The Apprenticeship Committee shall receive a report on every apprentice no later than one week before the end of each six-month period throughout the apprentice's apprenticeship. The six-month report shall be in lieu of the second three-month report and shall be prepared in the following manner:
- a. The report forms shall be distributed to the foreman supervising the apprentice, together with all journey-level workers who have worked with the apprentice during the current period, no later than three weeks before the end of each six-month period throughout each apprentice's apprenticeship.
  - b. A report is to be filled out and signed by the foreman supervising the apprentice.

## **CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

- c. A report is to be filled out and signed by every journey-level worker who has been working with the apprentice during the six-month period.
- d. The foreman will then discuss the reports with the apprentice. The apprentice is to sign each report, acknowledging the report and any comments thereon.
- e. The reports are then given to the supervisor for comments and signature.
- f. The reports are then forwarded to the secretary of the Apprenticeship Committee to be placed in the apprentice's file until they are reviewed at the next Apprenticeship Committee meeting.
- g. The next Apprenticeship Committee meeting will be within one week of the end of each six-month period throughout each apprentice's apprenticeship.
- h. The six-month report shall include, but not be limited to:
  - (1) Quality of work
  - (2) Quantity of work
  - (3) Attitude
  - (4) Aptitude
  - (5) Attendance and punctuality
  - (6) Initiative
  - (7) Safety
  - (8) Cooperation
  - (9) Completion of work
  - (10) Dependability
  - (11) Public relations
  - (12) Classroom instructors' comments
- i. A negative six-month report shall be grounds for the Apprenticeship Committee to elect to have the apprentice dropped from the program.

### **3. Apprentice Advancement:**

At the end of every period, the classroom instructor and/or the Apprenticeship Committee shall prepare and administer an examination designed to determine the apprentice's qualifications. The minimum passing grade shall be 80 percent. Failure to obtain a passing grade shall be the basis for the Apprenticeship Committee to require the apprentice to repeat the period or otherwise acquire additional training to be competent at the 80 percent level. Failure to obtain a passing grade on any two tests shall be grounds for the apprentice to be dropped from the program.

### **4. Classroom Attendance:**

## CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE

Classroom attendance of the apprentice is critical to the advancement of the apprentice to journey-level worker level. Therefore, if two (2) or more classes are missed because of an unexcused absence, the Apprenticeship Committee may elect to have the apprentice dropped from the program. All class absences shall be reviewed by the Apprenticeship Committee at their regular meetings to determine if the absence is excused or unexcused.

### 5. Daily Records:

Each apprentice shall maintain a shop record that lists the number of hours worked on each work process. Where there is not free time after coming in to make out this record on District time, it will be done on the apprentice's own time without compensation. This record should be verified by the supervisor and shall be submitted to the secretary of the apprenticeship committee, monthly.

### B. Local Apprenticeship Committee Policies

**The program shall be in accordance with the provisions of the collective bargaining agreement and company policy.**

### C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

## **CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

## **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)  
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- Program Operations (Chapter 296-05 WAC - Part C & D):

## **CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
  - Authorization of Signature - as necessary
  - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
  - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
    - Program name
    - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
    - Section VII: Apprentice Wages and Wage Progression
    - Section IX: Related/Supplemental Instruction
    - Section XI: Committee - Responsibilities and Composition (including opening statements)
    - Section XII: Subcommittees
    - Section XIII: Training Director/Coordinator

### **C. Management of Apprentices:**



## **CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
  6. Hear and adjust all complaints of violations of apprenticeship agreements.

## **CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

### **D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

### **E. Composition of Committee:** (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **THREE**

Program type administered by the committee: **INDIVIDUAL JOINT**

**CLALLAM COUNTY P.U.D. NO. 1 APPRENTICESHIP COMMITTEE**

The employer representatives shall be:

**Roger Hosto, Secretary  
Clallam County PUD #1  
PO Box 1090  
Port Angeles, WA 98362**

**Judi Chapman  
Clallam County PUD #1  
PO Box 1090  
Port Angeles, WA 98362**

The employee representatives shall be:

**Dave Mower, Chairman  
Clallam County PUD #1  
PO Box 1090  
Port Angeles, WA 98362**

**Terry Lind  
Clallam County PUD #1  
PO Box 1090  
Port Angeles, WA 98362**

**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

**NONE**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**NONE**